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GENERAL INFORMATION

1. I am not a medical student, am I eligible to apply for a Medical Electives Programme?
   No. Only students attending a medical course at Universities other than the University of Malta are accepted.

2. I am a qualified medical doctor interested in a Medical Electives Programme before starting the Foundation Programme. Will you accept my application form?
   Yes.

3. Will I be able to gain hands-on experience during the Medical Electives Programme?
   Elective placements are primarily observatory in nature and will be certified as such. There might be some hands-on experience but this is always at the discretion of the Consultant responsible for the Firm.

4. Will I be awarded a Certificate on completion of my elective placement?
   At the end of your clinical attachment the Electives Office awards elective students a Certificate of Attendance. Each student is awarded one certificate per consultant per speciality.

   Please refer to the specimen of certificate provided by the Medical Electives Programme. These certificates are acknowledged by all universities.

5. Which hospital will I be assigned to?
   Elective placements can take place in the following teaching hospitals, depending on the specialty:

   (a) Mater Dei Hospital (all specialties, except for Geriatrics, Oncology and Dermatology)
   (b) Karin Grech Rehabilitation Hospital (Geriatrics)
   (c) Sir Paul Boffa Hospital (Dermatology)
   (d) Sir Anthony Mamo Oncology Centre (Oncology)

6. Which specialties offer medical elective placements throughout the year?
   Surgery:
   General Surgery, Paediatric Surgery, Cardiothoracic, Urology, Neurology, Anaesthesia, ENT, Plastic Surgery and Orthopaedics;

   Medicine:
   Respiratory, Endocrinology, Renal, Neurology, Gastroenterology, Cardiology, Rheumatology, Infectious disease, Acute Medicine, Geriatrics and Oncology; and

   Other:
   Accident and Emergency (final year students only), Hyperbaric Unit, Pathology, Haematology and Radiology.

7. Which specialties do not offer medical elective placements throughout the year?
   Ophthalmology (June till January only), Obstetrics & Gynaecology (June till September only);
   Paediatrics (July till September only); and
   Dermatology (February till September only)

8. I am a fourth year medical student. Can I have a placement in Accident and Emergency or Paediatrics?
   Placements in Accident and Emergency as well as in Paediatrics are offered only to final year medical students.
9. **On which days and times should I be at the hospital during an elective placement?**
   Unless directed otherwise by the Consultant, elective students are generally expected to be with the Firm they are attached to as follows:

   - Monday to Friday from: 0800hrs to 1430hrs
   - Saturday from: 0800hrs to 1300hrs.

10. **I would like to gain as much exposure to the operating theatre/ward/rounds/outpatients/radiology as possible. Can I have my placement solely at the operating theatre?**
    No, this is not possible. An elective student is attached to a Consultant’s Firm, therefore students will be shadowing the Consultant according to the Firm’s schedule.

11. **Are medical electives students formally assessed by the Faculty of Medicine and Surgery during their placement?**
    Medical electives students will not be assessed since the Faculty of Medicine and Surgery only provides assessment to students who are enrolled in one of its courses.

**APPLICATION PROCESS**

12. **How to apply?**
    One .pdf file per individual applicant containing all the documents listed below should be duly submitted in one email per applicant to the following address: electives@mmsa.org.mt
   (a) Application form;
   (b) 1 digital passport sized photo;
   (c) Scanned copy of the Visa or Schengen Visa if applicable. More details regarding Visa in sections 15 and 16 below; and
   (d) A letter of recommendation from the Home University confirming that the applicant is a current medical student and indicating the year of studies. The letter of recommendation has to be issued within 1 month prior to the date of application.

   For students commencing in January 2017 and later the following documentation is also required:
   (e) To submit a Police Conduct Certificate issued within 1 month prior to the date of application.
   (f) To provide evidence of Malpractice Insurance.
   (g) Students who do not speak English as a first language need to submit an official letter of recommendation from their home University stating that their level of English is adequate for them to be able to follow the Medical Electives Programme with profit.

13. **When should I submit my application form?**
    The application form should be submitted not later than 3 months before the commencement date of the elective period.

14. **How many times am I allowed to change my speciality? How many weeks prior to my commencement of elective placement, am I required to submit such a request?**
    Students are allowed to change their speciality and/or elective period once. It may not be possible for the Medical Electives Office to process requests for changes of specialities if these are received later than 4 weeks prior to the commencement of the elective placement.

15. **Do I need a Visa to carry out a Medical Electives Programme in Malta?**
    For more information on whether or not you need a Visa for Malta please refer to the following websites [https://identitymalta.com/visas/](https://identitymalta.com/visas/) and...
16. **How will this affect my application process?**

Unless the Electives Office receives a copy of your visa, your application for an elective placement cannot be officially approved.

(a) The Embassy/Consulate might need a letter of invitation from the University of Malta. The Letter of Invitation is not the official letter of acceptance;

(b) The Letter of Invitation will be issued once you settle the following in full:
   - (i) the Application Fee;
   - (ii) the Administration Fee; and
   - (iii) the Accommodation Fee (if staying at the MMSA apartments).

(c) With effect from 1st January 2016 and later, students requiring a Visa or residence permit shall be required to pay an additional **Visa Supplementary Fee** of Eur 75.00.

(d) The Embassy/Consulate might request the evidence of full payment before a visa is issued;

(e) The official acceptance letter will be issued following presentation of a valid visa/residence permit;

(f) If a visa is not approved by the competent authorities in Malta, all fees less any bank charges incurred will be refunded; and

   The applicant must ensure that the Visa is a study Visa and is valid for the entire duration of the elective placement in Malta. The authorities in Malta do not approve Tourism Visas for medical elective placements. Students are advised to ensure that the Visa issued is correct and confirmed by the relevant authorities before flying to Malta.

17. **Is the Medical Electives Programme open to students on Erasmus grants?**

No.

18. **My home University requires the signature of a training agreement which lays out the conditions of the Medical Electives Programme. Will my application be considered?**

No.

19. **Do I submit my Health Form together with the Application Form?**

No. Health Forms should only be submitted following receipt of the Letter of Acceptance issued by the University of Malta Faculty of Medicine and Surgery. All students are accepted conditionally subject to the approval of the Health Form and all the required test results, as well as receipt of payment of 50% of the administration and application fees.

20. **What is the process for a Health Form to be officially approved?**

(a) The Health Form can be downloaded from the website: 
   

(b) The Health Form should be signed. The Form as well as any results should then be scanned and sent to the Medical Officer in charge of Occupational Health by email to: Dr. Robert Galea on robert.a.galea@gov.mt;

(c) Copies of ALL test results and documentation should be in ENGLISH. They should also be scanned and attached to the same email;

(d) The email should be sent not later than 6 weeks before the commencement of your elective placement. Failure of submission within this deadline could mean that your application is withdrawn; and

(e) Insufficient information will require further enquiries and may delay the application process.
21. I did not receive the official letter of acceptance as I did not send the Health Form to the Occupational Health Unit for approval. However, I travelled to Malta as planned. What should I do?

Students who are in Malta without prior approval of the Health Form by the Occupational Health Unit will not be allowed to start their medical elective placement. Any pending medical tests which are specified in the health form must be conducted in a private clinic or hospital and not at Mater Dei Hospital. When the Health Form is duly filled in and the tests are taken all the documentation should be duly sent to the Occupational Health Unit for approval in order for the application to proceed.

22. I might not be able to attend on the first day of the elective placement. Will this affect my certification?

Although the Letter of Acceptance stipulates the dates you applied for, the certificate shows the actual commencement and end date.

23. I am required by my home University to do a certain number of days at the host University and I am planning to end my stay on a Sunday/public holiday. Is this possible?

No, commencement dates should be between Monday and Friday and end dates should be between Monday and Saturday except when there are public holidays.

Public holidays in Malta (2016)

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<th>New Year</th>
<th>Friday</th>
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<td>February 10</td>
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<td>August 15</td>
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<td>September 21</td>
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<td>December 08</td>
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<td>December 13</td>
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Public holidays in Malta (2017)

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24. **Is there any time of the year when the Electives Office is closed?**
   
   The Electives Office will be closed during the Christmas Recess between Tuesday 20th December 2016 and Wednesday 4th January 2017 and between Wednesday 20th December 2017 and Wednesday 3rd January 2018.

25. **How long does it take for me to receive the official Letter of Acceptance from the University of Malta Faculty of Medicine and Surgery?**
   
   You will receive the official letter of acceptance approximately two months prior to the commencement of your medical elective placement. This is subject to the approval of the Health Form by the Occupational Health Unit.

26. **Will I receive a provisional Letter of Acceptance indicating that unless there are problems related to the Health Form I will be secured a place in the programme?**
   
   Yes, a provisional Letter of Acceptance will be sent by the Electives Officer of the Malta Medical Students’ Association (MMSA). Kindly note that upon receipt of your Letter of Acceptance you will need to send an email to MMSA on the following email address to confirm that the dates and specialty are correct: electives@mmsa.org.mt

27. **My application was approved, but I need to change my dates of the placement. Is this possible?**
   
   A change of dates is possible if an email is sent to MMSA – on the following email address: electives@mmsa.org.mt - at least four weeks prior to the original dates.

   If a student has booked MMSA accommodation the student must inform MMSA about the change in dates.

28. **How will I know the total amount of administration and application fees to be paid?**
   
   Once the Letter of Acceptance is sent, you will receive an invoice with the total amount of application and administration fees. You must then deposit 50% of the total Administrative and Application fees as soon as possible (vide 31 to 34 below).
29. **Do I pay the Administration Fee when I submit my application?**

Currently students are not asked to pay any fees when submitting application forms. The application fee should be submitted following receipt of invoice which is sent after you have been sent the letter of acceptance.

30. **When should I settle the Administration and Application Fees?**

50% of the total amount due is to be effected 30 days prior to your arrival in Malta.

Just before the 30 day deadline, students will be sent a reminder and instructions on how to affect the bank transfer of the fees from the home country. Students will be asked to settle the balance of the elective period by **not later than one day** from commencement of elective period (vide 34 below).

Any bank charges involved in the transaction will be paid by the student.

Failure to settle the administrative and application fees during the stipulated deadline will result in:

(a) not having the certification signed and stamped by the Medical School Electives Office;
(b) suspension of the elective period thus students will not be allowed on wards.

If student still fails to settle all fees by the end of the elective period, a surcharge of EUR70 per week will be applicable until settlement of balance due on invoice is complete.

31. **Can I make one payment which includes the Medical Electives Programme and Accommodation?**

No. The accommodation is administered by MMSA only and for settlement of accommodation fees should not be deposited in the Electives bank account, but the student applicants are required to contact the MMSA on this email address electives@mmsa.org.mt and finance@mmsa.org.mt for further details.

32. **What are the current standard elective fees?**

Current Elective Administrative and Application fees (Rates are subject to change)

- Application fees - €75 paid once
- Visa/Resident Permit Supplementary fee - €75 paid once
- Administrative fees - €69.88/week of elective period

Thus, a typical 4 week Elective period would cost €354.52.

\[ (€69.88 \times 4 \text{ [weeks]}) + €75 \text{ [application fee; paid once]} = €354.52/ \text{ month} \]

If the commencement date is after 1st January 2017 the following fees apply:

- Application fees - €75 paid once
- Visa/Resident Permit Supplementary fee - €75 paid once
- Administrative fees - €75/week of elective period

Thus, a typical 4 week Elective period would cost €375.

\[ (€75 \times 4 \text{ [weeks]}) + €75.00 \text{ [application fee; paid once]} = €375/ \text{ month} \]

The Elective fees do not include accommodation costs but are only administrative fees related to the medical elective placement.

33. **How can I pay for my medical elective placement?**

Applicants are required to make a bank transfer as indicated in the invoice.
34. **What is the procedure for settlement of payment of invoice once in Malta?**

During the introductory meeting on the first day of the elective period one of the members of the University of Malta Medical Electives Office will give the student an invoice with the balance of outstanding fees to be paid.

**Students who settle their fees by internet banking are to use the following procedure:**

Within **one day** of the introductory meeting students are required to pay the outstanding balance. Students are required to send a soft copy of the receipt issued by the bank, by email to the following email address: medicalelective.ms@um.edu.mt indicating the following in the subject of the email: Settlement of Invoice Number and Student’s Name.

After payment is settled University of Malta Medical Electives Office will send an email acknowledging receipt of the final balance.

**In case of a cash deposit:**

If a cash deposit is done at a Bank of Valletta Branch, students should send a scanned copy or image of the receipt to the University of Malta Medical Electives Office on the following email address medicalelective.ms@um.edu.mt indicating the following in the subject: Settlement of Invoice Number and Student’s Name

Kindly use the following link to locate the closest Bank of Valletta branch: https://www.bov.com/outlets/outlets.aspx.

35. **What is the cancellation policy?**

Cancellation of the Elective Programme may be effected by sending an email to the Electives Office on medicalelective.ms@um.edu.mt and electives@mmsa.org.mt.

The following policy applies:

(a) Cancellation up to 1 month prior to commencement date of the elective period: 50% of amount paid will be refunded.

(b) Cancellation up to 2 weeks prior to commencement date of the elective period: 25% of amount paid will be refunded.

(c) Cancellation between 2 weeks prior to the commencement date and after commencement of your elective period: There will be NO refund.

(d) Any bank charges involved in the refund transaction shall be paid by the student.

**ELECTIVE PLACEMENT IN MALTA**

36. **At what time should I arrive at Medical School on my first day of the elective period?**

Students are kindly requested to be at the Electives Meeting Point in the Foyer of the Medical School at Mater Dei Hospital at 0745hrs.

Please note that the route to Mater Dei Hospital and the University of Malta is usually very busy during the rush hour. Although Malta is a small island, traffic may delay the journey. Traffic must be taken into account in order to avoid late arrival for the introductory meeting.

37. **What should I bring with me on my first day of the elective period?**

On the first day of the placement, students will be asked for the following:

(a) Passport,

(b) VISA Card/Cash to settle the 50% remaining balance.
38. Are internet facilities available?
During the introductory meeting students are given an application form for internet facilities. When this application is processed by IT Services, students will be given a University of Malta Username and Password which entitles them to internet access in the Health Sciences Library, situated near Medical School, which is on site at Mater Dei Hospital.

39. If I have a problem during my stay in Malta, who should I contact?
(a) Please contact MMSA regarding any problems related to accommodation, one change of date and one change of specialty on: electives@mmsa.org.mt.
(b) Please address problems related to the Medical Electives Placement to the Electives Office of the Medical School on medicalective.ms@um.edu.mt or visit the Electives Office at the Medical School.

40. What are the students’ hours for Medical School administrative support?
Monday to Friday
From 16th June till 30th September: 0730hrs to 1330hrs
From 1st October till 15th June: 0745hrs to 1230hrs and 1330hrs to 1600hrs

N.B. Elective placements always start during working days i.e. Monday to Friday.

41. What is the dress code of the hospital?

42. Is it mandatory to wear a lab coat during the placement?
Lab coats are optional.

43. What medical equipment might be useful during my elective placement?
Although the elective period is observatory in nature, you might find it useful to bring a Stethoscope with you.

44. Should I get my own surgical scrub?
Surgical scrubs are provided by the Mater Dei Hospital Department of Surgery.

45. I am feeling sick and unable to attend for part of my elective placement. What should I do?
The University of Malta Medical Electives Office should be immediately informed on this email address: medicalective.ms@um.edu.mt so that the Consultant to whom the students are assigned is duly informed. A medical certificate must be presented at this Office as soon as possible. The medical certificate must explain the reason for absence and the date when the student is certified fit to attend clinical placements at hospital.

If students are sick they may go to a General Practitioner, to the Area Health Centre or to the Accident and Emergency Unit at Mater Dei.

If for some reason Medical Elective students fail to attend the medical elective placement, the University of Malta Medical Electives Office should be informed immediately via email on medicalective.ms@um.edu.mt. This is particularly important for students who require a Visa or Resident Permit as the Central Visa Unit should be notified of such absence.

46. Following my medical elective placement am I eligible for any certification?
Yes, we have two types of certification which are available on request. The Certificate of Medical
Clerkship signed by the Consultant/Senior member of the Firm supervising the Elective student is a Certificate of Attendance. (Please refer to the specimen in Appendix 1). Moreover, the Equal Rights Certificate is more detailed and shows the clinical skills to which the student was exposed (Please refer to the specimen in Appendix 2).

47. What should I do at the end of my elective period?
At the end of the elective period students should:
(a) return the Mater Dei Hospital/Sir Anthony Mamo Oncology Centre Access Card and the tag to the University of Malta Medical Electives Office; and
(b) obtain the signatures of the Clinical Consultant as well as the University of Malta Medical Electives Office on the Certificate of Attendance.

ACCOMMODATION

48. Do you offer student accommodation?
Accommodation is offered by MMSA only on a first-come-first-served basis.

All queries related to accommodation should be directed to electives@mmsa.org.mt only.

49. How can I book my accommodation?
Students can book accommodation once confirmation of the medical elective placement has been received. The dates of the entire stay should be sent to electives@mmsa.org.mt and finance@mmsa.org.mt once the dates are available. Payment details will be sent to the student upon approval of the booking. This is on a first-come-first-served basis, as accommodation places are limited.

50. Do you offer an airport pick-up service?
Students who book the MMSA apartments are provided with airport transfers organised by MMSA. Flight details should be sent to MMSA on electives@mmsa.org.mt or to finance@mmsa.org.mt.

OTHER QUERIES

51. Do you organise insurance cover for Elective Students?
No. Applicants are encouraged to organise their insurance cover before travelling to Malta.

52. Do you offer Elective Placements in Dental Surgery?
No. The Faculty of Dental Surgery is unable to offer elective placements.

53. Do you offer Nursing Electives?
The Medical Electives Programme does not offer nursing electives. Students can express their interest by contacting the Department of Nursing Studies, Faculty of Health Sciences at the University of Malta on the following link: http://www.um.edu.mt/healthsciences/

54. Do you offer a post-MD Foundation Programme?
The University of Malta Faculty of Medicine and Surgery does not offer a post-MD Foundation Programme.

Details about the Foundation Programme (Malta) and eligibility criteria may be found on the following website: http://www.fpdoctors.info/index.php?page=eligibility-2013.

55. What languages are used in Malta?
The official languages of Malta are Maltese and English.
56. **What is the language of instruction?**

The language of instruction at the University of Malta is English, and students are expected to be fluent in the English language which will enable them to successfully complete their Medical Electives Programme.

Students commencing in January 2017 and later who do not speak English as a first language need to submit an official letter of recommendation from their home University stating that their level of English is adequate for them to be able to follow the Medical Electives Programme with profit.

57. **Are there any books which facilitate the understanding of interaction in the Maltese language?**

Although Consultants and other members of the Firm do their best to translate to English, the following two text books could be helpful to gain a basic understanding of the Maltese language.


Bonnici Ruth, Miran Sapiano, Eliza Vella. 2014. *An English-Maltese dictionary of medical and pharmaceutical terms*. Department of Pharmacy, University of Malta.

58. **Are there any websites that I might find useful during my elective period in Malta?**

Kindly find below some interesting websites, which you might find useful before and whilst you are in Malta:

(a) [http://www.visitmalta.com/](http://www.visitmalta.com/) (General information about Malta)
(b) [https://health.gov.mt/en/MDH/Pages/Home.aspx](https://health.gov.mt/en/MDH/Pages/Home.aspx) (Information about Mater Dei Hospital)
(c) [https://www.malairport.com/weather/](https://www.malairport.com/weather/) (Weather Forecast for Malta)
(d) [http://www.visitgozo.com/](http://www.visitgozo.com/) (General information about Gozo)
(f) [https://www.publictransport.com.mt/bus-timetable-library](https://www.publictransport.com.mt/bus-timetable-library) (Malta Bus Routes)
(g) [http://goo.gl/maps/MOx3G](http://goo.gl/maps/MOx3G) (Bus Directions from Mater Dei Hospital to Sir Paul Boffa Hospital – for students who have an elective in Dermatology).
(h) [http://goo.gl/maps/dDiVi](http://goo.gl/maps/dDiVi) (Bus Directions from Mater Dei Hospital to Karin Grech Hospital a.k.a. St. Luke’s Hospital – for students who have an elective in Geriatrics)
(i) [https://health.gov.mt/en/MDH/Pages/Hospital-Layout-MDH.aspx](https://health.gov.mt/en/MDH/Pages/Hospital-Layout-MDH.aspx) (Mater Dei Hospital Layout)

59. **I have a question which was not included in this list. Who may I contact?**

More information, is available on our website on [http://www.um.edu.mt/ms/medical_electives_programme](http://www.um.edu.mt/ms/medical_electives_programme).

For queries related to MMSA accommodation and the transport pick up from the airport (only if the MMSA accommodation is booked), kindly contact - the MMSA Electives Coordinator: electives@mmsa.org.mt.

For queries related to Health Forms please contact Dr. Robert Galea, Occupational Health Unit on robert.a.galea@gov.mt.

For queries related to certification; settling of administrative, supplementary and application fees; and other general matters related to the medical elective placement in Malta, kindly contact University of Malta Medical Electives Office on: medicaleelective.ms@um.edu.mt.

60. **How can I help you improve the Medical Electives Programme?**

Students are encouraged to fill in an Evaluation Form on the application process, accommodation and
the general experience of the Medical Electives Programme. This Form is prepared by the Malta Medical Students’ Association (MMSA). You can send any other feedback to Ms. Doris Mangion, Senior Executive of the Medical School, on the following email address: doris.mangion@um.edu.mt

Last updated: 19th July 2016
Certificate of Medical Clerkship

This is to certify that

of the University of __________________________________
completed a clerkship within the
Department of _______________________________________
at the teaching Hospital of ____________________________, Malta
from the ___________ to the ____________.

The clerkship was organized by the
University of Malta
through the Faculty of Medicine and Surgery
and The Malta Medical Students’ Association

_____________________________ ______________________________
Dean/Consultant Electives Coordinator
For the Faculty of Medicine and Surgery For the Malta Medical Students’ Association

Issued on ___________________
Appendix 2

CERTIFICATION

We hereby confirm that the medical student .................................................................
from the University of ........................................................................................................
born on ........................................... In .................................................................
ID card number/Passport Number: ....................................................................................
was afforded the same services and facilities as a regular medical student of the University
of Malta on clinical placements during his/her stay at the Faculty of Medicine and Surgery
of the University of Malta
Duration: from .................................. to ..........................................................
Missed days: from .............................. to ..........................................................
The student was exposed to the following practical skills:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

                                                 ____________________________            ____________________________
          Dean                                      Consultant
          Faculty of Medicine and Surgery               Mater Dei Hospital

Issued on: _______________________________